

Evergreen Fire District
Board of Trustees
Meeting
Meeting Minutes
Regular Board Meeting of June 3rd, 2019 – 6:00 pm

CALL MEETING TO ORDER:

Vice Chairman DePaul called the meeting to order at 6:04 pm.

TRUSTEES PRESENT:

Chairman Verworn is present via phone
DePaul
Nace

Fallon
Brockman

RECOGNIZE PUBLIC IN ATTENDANCE:

James Boyce Josh Cox
James LaPierre Kay Pitcher

PUBLIC COMMENT:

At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District.
(none)

FINANCIALS:

Discuss and Approve April 2019 Financials

Motion; Nace to approve the checks and accept the financial statements for the month of April, 2019 as presented

Second; Brockman

Vote; all in favor; motion carries.

Fallon arrived late and noticed the date was wrong on financials for 9428. It included some of May; not just April. Financials had already been approved and accepted.

PAST ITEMS/UPDATES:

1. Discuss and Approve Meeting Minutes for Regular Board Meeting of May 6th, 2019

Motion; Brockman to approve the regular Board Meeting Minutes of May 6, 2019 as presented.

Second; Nace (correction made)

Vote; all in favor; motion carries.

2. Employee Classification

- Chief Williams states that he and Covington have been working towards making a determination on the FLSA exemption with 7 employee classification having been identified. Attorney Christopherson has developed a chart that Chief Williams and Covington will use to continue to determine all employee classifications so that Williams and Covington can develop the resolutions to enable the exemption. Chief Williams expected to have more information for the Board on the matter but does not at this time.
- Verworn clarified the number of classifications from 11 to 7. Chief Williams states a couple of the positions had been condensed and that the attorney is still researching 'reserve' vs. 'volunteer' and 'on call'.
- DePaul asks what time-frame is anticipated and Chief Williams states he expects to call a Special Board Meeting mid-June. Brockman asks how long has it already been in revisions and is told approximately 3 months.
- Covington states it is a process of getting classification into the Employee Handbook so that employees are allowed to work 48 hours without overtime (24/48's). This means amendments must be made to the Handbook with resolutions being required at the Board level due to being

policy changes.

3. Update status on discussions related to Administrative Assistant inputting data for check writing instead of Accountant.

- Fallon had raised the discussion regarding the Administrative Assistant inputting data for billpay checks due to the increase in payroll costs and other professional fees. There will be a training cost and will increase admin's workload 10 - 12 hours a month. District's auditor was contacted and didn't find a problem with it as long as both Chief Williams and the accountant monitor the admin assistant. Admin assistant will not be doing any part of payroll and it will continue to be subbed out to the accountant. DePaul asks if the savings of having the administrative assistant take on the responsibility is worth the cost savings. Chief Williams states he doesn't anticipate a large cost savings overall by doing this because starting November there will be higher payroll costs and feels it 'will be a wash'. He states he supports the administrative assistant in taking on the responsibility but wants to make sure that it remains transparent.

4. Selling Station 82

- Chief Williams states he had a real estate agent prepare a real estate comp of the property in January or February when it was originally discussed and they remain the same; that if the property is aggressively priced and marketed appropriately an expedient sell of \$253,000 is estimated with additional potential of being on the market of greater than 110 days and with flexibility for negotiation of approximately \$304,000. The disclaimer is that the agent felt the sale of the property would potentially trigger the property tax exemption but would require further research. Potential rental/lease amount is
Verworn states that the property is tax exempt and fully paid for and asks what the annual cost of maintaining the building. Chief Williams states it would be cost of basic utilities, occasional snow plow in the winter months and insurance and would develop the annual cost.
- DePaul states that he feels the decision to sell or keep the property should be left up to Chief Williams.
- Nace states he would like to know how selling the property would affect the homeowners ISO and fire insurance; insurance companies want to see a fire department within 5 road miles of every property and that residents 5 miles north of Evergreen is in the 5 miles south of Station 82 station and could be potentially affected by the property being sold.

PROPOSALS:

(none)

RESOLUTIONS:

(none)

NEW ITEMS/UPDATES:

1. Preliminary Budget Discussion

- Covington states he has set up the preliminary budget differently than how it has been done in the past; everything is coming out of one account instead of two. 9428 monies have been combined in to 7204 with the exception of fees and taxes. County and District's accountant supports doing this.
- Chief Williams states various payments (utilities, facility supplies and etc) have been being split and paid from both accounts. The accountant/professional fees could be reduced if accounts were combined. This would also reduce the number of budgets.
- Verworn suggests removing names with job titles and stating positions with wage. Chief Williams agrees and states it has, historically, been done that way and doesn't know why it changed. Covington states that it was requested to be done this way the previous year. Fallon states he prefers individual names; names may change with each budget year but is a better tool for

understanding.

- Verworn asks if both Covington and Williams are exempt employees; they are not, technically, listed as administrative employees by the FSLA. They are currently in process with attorney of determining their classification.
- Verworn points out that Chief and Fire Marshal positions are listed for 'holiday pay' but if positions are exempt they will be exempt from that unless it is approved by the Board.
- Verworn acknowledges employee raises due to COLA (2.4%) and asks if employee raises were written in and Chief Williams states raises were not due to substantial increases in wages because of the levy passage.
- Verworn asks what the status is of volunteers that get paid as the District can't 'pick and choose when a volunteer get paid'. Chief Williams states that is correct but does not apply because the volunteers are not paid for emergency responses for fire or EMS. They are paid on IFT's which are based on a mileage rate. The District will continue to not pay volunteers and hourly rate.
- Fallon states his concern with combining the accounts is being able to gather any future needed information pertaining specifically to either 7204 or 9428 and the information won't be available due to having been combined. Covington states everything is being coded and can be easily captured.
- Fund 7207-Covington states it is the hydrant fund and receives approximately \$13,000 annually specifically for maintenance and testing of fire hydrants with \$8 to \$10,000 being transferred into 7250 (CIP account). Covington expects to be able to transfer approximately \$10,000 with \$10,000 from last year having been recently added to that account. The account allows for 2 seasonal/temp employees as well as supplies and some training.
- Fallon expresses concern that the increases may be too much too quickly and are substantially above the averages that had been worked up previously. He is under the impression that the changes would start July 1st. Covington states labor rates aren't going into effect until November 1st.
- 7250 has current cash balance of \$429,000 plus \$210,000 plus \$10,000 (7207) for total of \$639,000. Fallon suggests coming up with a schedule for purchases over the next 5 years. Chief Williams states they are always conservative with finances but there is growing need to start replacing items. Fallon reiterates his stance on the need to sell the North Station in order to help with replacing those items.
- 7288 Bond Repayment – Chief Williams suggests financing. Fallon states the District is still an 'at risk' entity so probably won't benefit from it.
- 4212 Department Account - has \$9,900 with \$15,000 having been put into the account 2 years ago plus \$3,000 from wild land fire revenue.
- Benevolent Account – Fallon asks for confirmation there have been no requests made for assistance from any employees from this account. Covington states he feels that even if assistance is needed by any employee he or she will not request it due to the 'embarrassing and degrading' application process. He feels it should be more of a 'gifting' process than an application process. Nace states this has come up many times and Chief Williams states it will have to be made an agenda item because he is in agreement that the process needs to be re evaluated. Brockman asks if the request is a loan and told it is a hardship grant that is available to employees and Board members. There is no expectation of repayment. Employee can reimburse if he or she wants to. Covington asks if there should be a cap and then funneled to other funds once reached. Fallon disagrees with capping the fund due to possible need for a large distribution or other possible future scenario such as traumatic or long term injury. Trustees agree to add it to the August agenda. Chief Williams explains to Brockman that the fund is donation driven; donations that exceed \$99 goes into the Benevolent Account and any donation \$99 or less is deposited into the Department account (4212).

CHIEF'S REPORT:

1. April 2019 Call Volume

A) Comparison Incident Count by Weekday/Hour (all zones) for April 2018 & 2019

Chief Williams states busiest day and time in April 2019 was Tuesdays around 4 PM. 2018 busiest day and time was Friday around Noon. The data illustrates that forecasting incidents is extremely difficult even in a 10 year spread and is why staffing is being done the way that it is.

B) Comparison Incident Count per zone for April 2018 & 2019

Chief Williams acknowledges a slight reduction in call volume for April 2019 with 30 fewer fires and 36 fewer calls into the City of Kalispell. He confirms Fallon's previous statement regarding changes the City is making that could reduce call volume and needs to be prepared for. There was no change in IFT's for April 2019. Vice Chair DePaul thanks Chief Williams for the data and states it is helpful in understanding call volumes and staffing. Chief Williams states he will consider adding a yearly comparison for the next meeting.

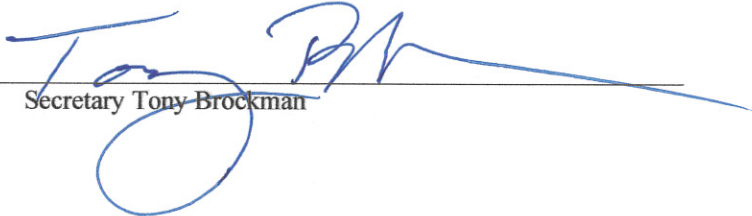
C) Comparison Incident Statistics for April 2018 & 2019

Adjourn at 8:23 pm.

The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.



Chairman Brodie Verworn/Vice Chair DePaul



Secretary Tony Brockman